

# BUSINESS EDUCATION (UBEA) FORUM

Index to Volume IX (October 1954 through May 1955)

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## BASIC business

- An illustration in role playing—social security. Gladys Bahr. 9:31 May '55
- Evaluating attitudes in basic business. David A. Berry. 9:10 Mar '55
- Evaluating attitudes on taxes and taxation. Theodore Woodward. 9:13 Mar '55
- Evaluating attitudes toward buying practices. Ray G. Price. 9:9 Mar '55
- Evaluation of concepts, understandings, and attitudes in basic business (editorial). Gladys Bahr. 9:6 Mar '55
- Familiarizing students with unfamiliar merchandise sources. Sylvia Lane. 9:35 Nov '54
- Instruments and procedures for measuring beliefs in advertising. Floyd Crank and Ted Malone. 9:15 Mar '55
- Instruments and procedures for measuring beliefs in the business system. Harold Leith. 9:14 Mar '55
- Inventory of business and economic concepts. Gerald A. Porter. 9:18 Mar '55
- Let's plan a field trip for the consumer education class. R. J. Rowe. 9:35 Oct '54
- Solving problems in consumer credit. Wilmoth C. Price. 9:31 Jan '55
- Teaching state consumer agencies to high school consumer education classes. F. W. Lekvold. 9:30 Apr '55
- Testing for higher-level outcomes in basic business courses. H. G. Enterline. 9:19 Mar '55
- Using good judgment a goal of consumer education. Milton F. Olson. 9:27 Dec '54
- What improvement is needed in basic business? Stanley K. Fitch. 9:29 Feb '55

## BOOKKEEPING and accounting

- Bookkeeping and the high school curriculum. B. E. Strumpf and Alexander L. Sheff. 9:9 Dec '54
- Desks for the bookkeeping classroom. Milton C. Olson. 9:25 Mar '55
- Do you use the calendar to teach accruals

## Articles and Contributors

- in your bookkeeping class? John M. Aichele. 9:13 Dec '54
- Elementary school methodology in secondary school bookkeeping. Irving Rosenblum. 9:25 May '55
- Evaluation of bookkeeping courses. William Selden. 9:12 Dec '54
- Lining the chalkboard in the bookkeeping and accounting classroom. Harry G. Jacobs. 9:15 Dec '54
- Planning the bookkeeping room. Robert P. Bell. 9:16 Dec '54
- Problems of a beginning bookkeeping teacher. Fred S. Jennings. 9:31 Oct '54
- "Snowballing" the special journals. Ruby C. Baxter. 9:27 Apr '55
- Supervision of bookkeeping instruction through stress on learning aids (editorial). Harry Huffman. 9:4 Dec '54
- You can have fun in bookkeeping. A. E. Rhollans. 9:31 Nov '54
- Visual demonstrations in bookkeeping. Betty S. Mintz. 9:19 Dec '54
- What the high school principal should know about bookkeeping. Harrison J. Cameron, Jr. 9:7 Dec '54
- Work experience recommended for bookkeeping teachers. Harold F. Linamen. 9:27 Feb '55

## GENERAL clerical

- A plan for utilizing limited resources in teaching business subjects. Mary A. Sweeney. 9:30 Jan '55
- A project requiring application of basic skills. Elizabeth S. Hemmerly. 9:15 Feb '55
- Integrated office practice for the small school. Grace L. Hajosy. 9:29 Apr '55
- Let your general clerical students do it! Mary Van Winkle. 9:34 Oct '54
- The forward look in teaching office and clerical practice (editorial). Mary E. Connelly. 9:6 Feb '55
- The office practice class is a working class. Sister Saint Matthieu. 9:12 Feb '55
- The why, what, and how of clerical training. Mathilde Hardaway. 9:9 Feb '55
- We should not fail to cover these points in office courses. Mary Ellen Oliverio. 9:18 Feb '55
- What we know about office and clerical practice—from research. Subcommittee of Joint Committee on Research. 9:34 Nov '54

## DISTRIBUTIVE occupations

- A unit on advertising. A. N. Harrison. 9:28 Dec '54
- Inservise education and experience. William B. Logan. 9:15 Apr '55
- Inservise teacher-training conferences. K. Otto Logan. 9:32 May '55
- Merchandise training is a school "must." Herbert A. Tonne. 9:36 Nov '54

- Recruitment is our responsibility. Warren G. Meyer. 9:9 Apr '55
- The pre-service curriculum. Peter G. Haines. 9:12 Apr '55
- Training teachers for the distributive occupations (editorial). Willard M. Thompson. 9:6 Apr '55
- What makes a successful coordinator? Ralph E. Mason. 9:16 Apr '55
- What's happening to retail selling? Willard M. Thompson. 9:30 Feb '55

## FUTURE business leaders

- A one-day work project for FBLA chapters. Doris Bankston. 9:41 Mar '55
- A radio script for FBLA chapter programs. Virginia State Chapter. 9:39 Apr '55
- Action highlights of a local chapter, John Marshall High School, Richmond, Virginia. 9:39 May '55
- Enthusiasm is your business. Reynolds S. Worthington. 9:50 Nov '54
- FBLA convention. 9:48 Oct '54 (photos of president and past president; officers for 1954-55; speakers table; and contestants for "Mr. Business Executive Contest.")
- Forkner award winner, Lawrence Central High School, Indianapolis, Indiana. (photos) 9:41 Dec '54
- National award winners. 9:49 Nov '54 (photos of Virginia state chapter exhibit; Mr. and Miss Future Business Executive; Louisiana spelling relay; and western delegates.)
- Ronnie and his sponsor report on the national citizenship conference. Ronnie Perry and Mrs. Elizabeth Hutchinson. (photos) 9:40 Jan '55
- The bulletin board provides opportunity for chapter service. Hannah B. Klauss. (photos) 9:41 Feb '55

## OFFICE machines

- Instruction in office machines. Gerald A. Porter. 9:28 Feb '55
- Purchasing, maintaining, and replacing office machines. Louis J. Robitaille. 9:29 May '55
- Some problems and trends in the teaching of office machines and appliances. Marie Louise Franques. 9:27 Mar '55

## OFFICE standards and cooperation with business

- A million office workers spur industrialization in the south. Harry Huffman. 9:36 Oct '54
- Business education looks to business. Hulda Vaaler. 9:33 May '55
- Follow-up studies can improve instruction. John H. Moorman. 9:20 May '55
- Include attitudes in the evaluation of

- your typewriting students. Herbert M. Jelley. 9:26 Feb '55
- Intangible occupational standards and the student product. Edward L. Christensen. 9:33 Jan '55
- Meeting business standards through teacher training. Elizabeth M. Lewis. 9:18 May '55
- The gross speed—per cent of error method of scoring timed writings. Russell J. Hosler. 9:29 Dec '54
- Practical approach to business organization and management. C. C. Miller. 9:39 Nov '54
- Principles to be considered in evaluating the success of beginning typists. E. C. McGill. 9:31 Apr '55
- Standards for a methods course in teaching business subjects. Julius M. Robinson. 9:30 Mar '55
- Teaching for office standards. Donald J. Tate. 9:9 May '55
- Techniques for bringing school standards in line with business standards. Donald J. D. Mulkerne. 9:13 May '55
- Using business standards in the classroom. Stephen J. Turille. 9:17 May '55
- Ways to help business education students become production conscious. J. Curtis Hall. 9:15 May '55
- What are you waiting for? (editorial). Fred C. Archer. 9:6 May '55
- What business education is doing to harmonize school and business standards. Mearl R. Guthrie and Galen Stutsman. 9:11 May '55

#### SHORTHAND and transcription

- A challenge to some commonly accepted shorthand teaching practices. Arnold Condon and Rowena Wellman. 9:9 Oct '54
- A plan for shorthand motivation and measurement. James E. Orange. 9:18 Oct '54
- A plan for teaching transcription. Audrey V. Dempsey. 9:23 Mar '55
- Could this happen to one of your shorthand students? Fred S. Cook. 9:20 Oct '54
- Let's begin transcription early. Arnold C. Condon and Rowena Wellman. 9:23 Apr '55
- Shorthand can be taught in less time. William C. Himstreet. 9:15 Oct '54
- Streamlining shorthand instruction. Madeline S. Strony. 9:12 Oct '54
- Techniques and devices that aid in the steady skill-development of the shorthand learner. Barbara Hershberger. 9:27 Jan '55
- Testing and grading in beginning shorthand. Marie S. Benson. 9:29 Nov '54
- The day before vacation. Elma Sullivan. 9:23 May '55
- The voice recorder—a shorthand teaching device. Marjorie Delaney and Frances Brown. 9:25 Feb '55
- Translate transcription into dollars and cents! (editorial). Dorothy H. Veon. 9:6 Oct '54
- What we know about transcription—from research. Sub-committee of Joint Committee on Research. 9:23 Dec '54

#### TEACHING aids

- A letter-placement approach in transcription. Harold Friedman. 9:32 Oct '54
- A plan for personality development. Gladys Peck. 9:21 Jan '55
- A plan for teaching business law. John L. Pineault. 9:12 Jan '55
- A plan for teaching retailing procedures. LeRoy J. Donaldson. 9:18 Jan '55
- A plan for teaching speed development. Robert J. Ruegg. 9:16 Jan '55
- A realistic approach to planning the book-keeping lesson. I. David Satlow. 9:9 Jan '55
- Do you use that blackboard in teaching typewriting? L. M. Collins. 9:26 Dec '54
- Evaluation techniques for business arithmetic. Harry Huffman. 9:27 May '55
- Free materials for basic business. Donald Zuehlke and Frank Hoffman. 9:26 Mar '55
- Lesson planning for typewriting. T. James Crawford. 9:14 Jan '55
- The lesson plan as a teaching aid (editorial). Lewis R. Toll. 9:6 Jan '55
- Use plenty of aids in the business machines class. L. A. Roberts. 9:32 Nov '54
- Visual aids tell the transportation story. Lewis R. Toll and Peggy Gemar. 9:28 Apr '55

#### RESEARCH in business education

- What we know about business and economic terminology in mass media. Subcommittee of Joint Committee on Research. 9:29 Mar '55
- What we know about job adjustment. Subcommittee of Joint Committee on Research. 9:32 Apr '55
- What we know about office and clerical practice—from research. Subcommittee of Joint Committee on Research. 9:34 Nov '54
- What we know about transcription—from research. Subcommittee of Joint Committee on Research. 9:23 Dec '54
- What we know about typewriting—from research. Subcommittee of Joint Committee on Research. 9:28 Jan '55

#### TYPEWRITING

- A motivative device. David M. Rund. 9:18 Nov '54
- A scoresheet for typewriting classes. Wilbur C. Dorsey. 9:24 May '55
- A symposium: when, and to what extent, should erasing be taught and practiced in typewriting instruction. John L. Rowe. 9:9 Nov '54
- Course content in advanced typewriting. William Selden. 9:25 Apr '55
- Goals are where you find them. Evalyn M. Olson. 9:16 Nov '54
- Integrating office skills and knowledges. Faborn Etier. 9:14 Nov '54
- Paradoxes of skill learning. Louis A. Leslie. 9:12 Nov '54

- Relative abilities of the eight fingers on the electric typewriter. Viola DuFrain. 9:29 Oct '54
- The changing scene in typewriting instruction (editorial). John L. Rowe. 9:6 Nov '54
- The master teacher teaches typewriting. Elizabeth Seuffer. 9:24 Mar '55
- Typewriting instruction for exceptional children. Philip S. Pepe. 9:19 Nov '54
- Using the pipe organ method of typing the top row keys. Jean Naberhuis. 9:24 Dec '54
- What we know about typewriting—from research. Sub-Committee of Joint Committee on Research. 9:28 Jan '55

#### PARTIAL LIST OF UBEA PUBLICATIONS

**Business Education Forum.** A down-to-earth magazine which features articles on the teaching of shorthand, typewriting, bookkeeping, general clerical, distributive occupations, basic business, and other important areas of business education. Single copies \$1.00.

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**Students Typewriting Tests.** Material is included for both straight-copy tests and production test. These tests measure standards of attainment which place emphasis on marketable productivity rather than certain accomplishments of speed goals. The tests provide for motivation in the classroom through a controlled plan of awards. Specimen tests (1 copy of each test and manual) \$1 a set; 30 copies of same test and manual, \$2.10; discount on quantity purchases.

Order the above materials from United Business Education Association, NEA. 1201 16th Street, N. W., Washington 6, D. C. Individual dues are \$5 including BUSINESS EDUCATION FORUM and \$7.50 including BUSINESS EDUCATION FORUM and THE NATIONAL BUSINESS EDUCATION QUARTERLY.

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